

**DEPARTMENT OF REHABILITATION SERVICES
JOB OPPORTUNITY**

FISCAL ADMINISTRATIVE OFFICER

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

POSTING DATE: December 21, 2012

CLOSING DATE: January 9, 2013

The Department of Rehabilitation Services Division presently is recruiting to fill one (1) Fiscal Administrative Officer position located in its Disability Determination Services Unit's in the Hartford Office.

This position is 100% federally funded.

OPEN TO: Applications will be accepted only from candidates who have taken the current Fiscal Administrative Officer Examination and have received a passing score, or from state employees who already have attained permanent status in this job class and are eligible for appointment to this position. This position also may be filled by mandatory candidates from Re-employment and SEBAC lists to whom we are obligated to give priority consideration.

POSITION: Fiscal Administrative Officer, A&R P5

Job Posting No: 89491

SALARY RANGE: \$60,593.00 – 78,332.00, Annually (AR 23)

LOCATION: Disability Determination Services
309 Wawarme Avenue
Hartford, CT. 06114

EXAMPLES OF DUTIES: Duties/Responsibilities: Independently applies knowledge and analysis of professional accounting principles; performs cost and financial analysis functions. Prepares financial reports and monitors expenditures for grand and other programs. Reviews spending plans for agency programs. Closely monitors budget and expenditure activity. Reviews requisitions and purchase orders and performs requisition and purchase order budget approvals. Utilizes research techniques and statistical principles and procedures. Works with EDP systems including advanced functions in ACCESS and EXCEL for complex analyses and reporting. Works daily in the State's computerized accounting system (CORE-CT) as well as the Agency's contract monitoring system (CMS). Makes recommendations regarding fiscal policies and guidelines relating to agency programs, grants and contracts. Performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; some knowledge of personnel and payroll practices and procedures; some knowledge of purchasing principles and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

EXPERIENCE AND TRAINING:

Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, personnel, payroll, purchasing) at least one of which must be an accounting or budgeting function.

SPECIAL EXPERIENCE:

Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, personnel, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience.

Note: Applications will be accepted only from candidates who have taken the current Fiscal Administrative Officer Examination and have received a passing score, or from state employees who already have attained permanent status in this job class and are eligible for appointment to this position. This position also may be filled by mandatory candidates from Re-employment and SEBAC lists to whom we are obligated to give priority consideration.

APPLICATION PROCEDURE: To apply you must submit either by mail or fax an original completed State of Connecticut Application for Examination or Employment (Form CT-HR-12), it may be downloaded from the State of Connecticut's Department of Administrative Services, Human Resources Services website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. When completing the CT-HR-12 application form please check the STATE POSITION/JOB POSTING box in Section 2 of the form and indicate the title of the specific position for which you are applying on the line below this labeled Position/Job Title. When faxing materials, please keep a copy of your completed application and the fax transmittal receipt for your records, and do not mail a copy of your application form if you have faxed the materials. Due to the large number of applications received, we cannot confirm receipt of applications. **Additionally, incomplete applications will not be accepted.** Please fax or mail your completed State of Connecticut Application (CT-HR-12) and a Resume to:

Sabrina Betts, Human Resources Specialist
Department of Rehabilitation Services - Human Resources, 12th Floor
25 Sigourney Street
Hartford, Connecticut 06106
FAX: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY January 9, 2013, CLOSE OF BUSINESS

The Department of Rehabilitation Services is an Equal Opportunity / Affirmative Action Employer